

Report Date: 27 Feb 2015

**Summary Report for Individual Task
805K-79R-4001
Implement a Center Recruiting Operation Plan
Status: Approved**

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD5 - This product/publication has been reviewed by the product developers in coordination with the Fort Jackson, SC 29207 foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

Condition: You have received, or anticipate receiving, a recruiting mission and have access to: USAREC Manuals 3-06 and 3-0, School Zone, BI Zone, and Leader Zone.

Standard: Construct Center Recruiting Operation Plan, using the four-step process, IAW UM 3-06, para 9-10 thru 9-42.; obtain Company Commanders approval.

Special Condition: None

Safety Risk: Low

MOPP 4:

Task Statements

Cue: None

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: All required references can be accessed at the following link: <https://sites.google.com/a/goarmy.com/publications-library/home>

Performance Steps

1. Conduct a running estimates analysis on the Recruiting center considering the variables of PMEII-PT both internal and external. (See UM 3-06 figure 9-2).

- a. Facts.
- b. Assumptions.
- c. Specific/implied tasks.
- d. Risks/initial risk mitigation.
- e. Assets available.
- f. Planning factors.
- g. Policy.
- h. Military.
- i. Economic.
- j. Social.
- k. Information.
- l. Infrastructure.
- m. Physical Environment.
- n. Time.

2. Evaluate the Recruiting Center eight recruiting functions by conducting a Recruiting Functions Analysis (RFA). (See UM 3-0, 1-7).

- a. Mission Command.
- b. Intelligence.
- c. Prospecting.
- d. Interviewing.
- e. Processing.
- f. Leading Future Soldiers.
- g. Training and Leader Development.
- h. Sustaining Operations.

3. Construct the Recruiting Operations Plan (ROP).

a. Formulate the ROP using the data derived from:

(1) Analysis.

(2) Assigned Mission.

(3) Commander's Intent.

b. Review the running estimates and RFA separately and compare results to ensure they match.

c. Combine the analysis data and information obtained from the running estimates/RFA to form the basis of the ROP.

d. Incorporate the recruiting company's synchronization matrix to capture all available assets.

e. Ensure the ROP identifies and clearly states who, what, when, where and how the plan is to be executed. Note: Ensure the ROP is flexible and adjustments are easily made.

f. Ensure the ROP meets the Company Commander's intent and is incorporated into the Company ROP.

g. Forward to the recruiting Company Commander for approval.

h. Distribute approved ROP within the recruiting center.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier scores NO GO, show the Soldier what was done wrong and how to do it correctly.

Evaluation Preparation: This task may be evaluated by using the evaluation guide and/or administering the performance test. Evaluation Guide: If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Conducted running estimates analysis on the recruiting center and considered the operational variables of PMEII-PT both internal and external.			
a. Facts.			
b. Assumptions.			
c. Specific/implied tasks.			
d. Risks/initial risk mitigation.			
e. Assets available.			
f. Planning factors.			
g. Policy.			
h. Military.			
i. Economic.			
j. Social.			
k. Information.			
l. Infrastructure.			
m. Physical Environment.			
n. Time.			
2. Evaluated the Recruiting Center eight recruiting functions by conducting a Recruiting Functions Analysis (RFA). (See UM 3-0, 1-7).			
a. Mission Command.			
b. Intelligence.			
c. Prospecting.			
d. Interviewing.			
e. Processing.			
f. Leading Future Soldiers.			
g. Training and Leader Development.			
h. Sustaining Operations.			
3. Constructed the Recruiting Operations Plan (ROP).			
a. Formulated the ROP using data derived from:			
(1) Analysis.			
(2) Assigned Mission.			
(3) Commander's intent.			
b. Reviewed the running estimates and RFA separately and compared results to ensure they matched.			
c. Combined the analysis data and information obtained from the running estimates/RFA to form the basis for the ROP.			
d. Incorporated the Recruiting Company's Synchronization Matrix and captured all available assets.			
e. Ensured the ROP identified and clearly stated who, what, when, where and how the plan was to be executed. Note: Ensured the ROP was flexible and adjustments are easily made.			
f. Ensured the ROP met the Company Commander's intent and was incorporated into the Company's ROP.			
g. Forwarded to the recruiting Company Commander for approval.			
h. Distributed approved ROP within the recruiting center.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	ADRP 6-22 (Change 1, 10 Sep 2012)	Army Leadership	Yes	No
	USAREC MANUAL 3-0	Recruiting Operations	Yes	Yes
	USAREC MANUAL 3-01	The Recruiter Handbook	Yes	No
	USAREC REG 601-107	Operational Management Systems	Yes	No
	USAREC REG 601-95	Delayed Entry and Delayed Training Program	Yes	No

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. "Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation."

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None